



# CABINET FOR FAMILIES AND CHILDREN

DEPARTMENT FOR SOCIAL INSURANCE

"An Equal Opportunity Employer M/F/D"

## DIVISION OF CHILD SUPPORT ENFORCEMENT

KASES Network Memo No. 42

TO: Staff, Division of Child Support Enforcement  
All IV-D Agents

DATE: January 22, 1997

SUBJECT: Covered Children Segment

Previous policy required caseworkers to enter the name, date of birth, and social security number of children covered by a support order on the Create Court Order Notes screen (ASEUNA). Caseworkers are no longer required to enter the information because of the enhancements which migrated to KASES effective January 22, 1997. This migration included adding a covered children segment which maintains the MPI number of each child associated with a specific support order to the Create Order screen (ASEFOD) and the Update Order screen (ASEFOJ). The covered children segment was also added to the Display Support Orders screen (ASEFOB).

The covered children segment consists of a list of children with active statuses associated with a case at the time a support order is added. Changes to screens ASEFOD and ASEFOG to accommodate processing the covered children segment also include the addition of a covered children scroll function, the addition of the PF13 option that enables the caseworker to add or delete a child from the covered children segment, and the removal of PAYOR INSTRUCTIONS information. Other changes include the addition of the PF11 Option that enables the caseworker to path to the Create/Update/Inquire Payment Instructions screen (ASEUNC) to enter, update, or review posting instructions.

Two new screens have been added to KASES to accommodate processing the covered children segment. These screens are the Add/Update Children screen (ASEFOM) used to add or delete participants from the covered children segment and the Create Covered Children Notes screen (ASEUNA) used to enter additional information regarding the participants on screen ASEFOM.

childrenFirst

The system automatically displays the MPI number, name and date of birth of each child participant associated with a specific case on screens ASEFOD and ASEFOJ. The system also defaults the YES and NO indicator to "Y" to show the child is an active member of the case. The caseworker reviews the list to determine if each child participant on the list is covered by the support order. If the list is incorrect or incomplete, the caseworker can add or delete a child participant by selecting the PF13-UPD Children option to path to the Add/Update Children screen (ASEFOM).

The Add/Update Children screen allows caseworkers to add a child to the covered children segment who is associated with the case but has an inactive status, covered by the support order but is not associated with the case, or one who has not been added to the Master Participant Index on KASES. This screen also allows the caseworker to delete a child from the covered children segment.

The changes and enhancements to screens ASEFOD and ASEFOJ are the same. Examples of the changes and enhancements to screen ASEFOD and the addition of the Add/Update Children screen (ASEFOM) and the Create Covered Children Notes screen (ASEUNA) are included in this memo. The examples shown reflect actions taken through the Case Management function. More detailed information will be provided with the revision of the appropriate subsections of the KASES Handbook.

DCSE STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.



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STEVEN P. VENO, DIRECTOR  
DIRECTOR OF CHILD SUPPORT ENFORCEMENT

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors  
IV-D Agents - Area Office Managers

ASEFOD 300X901 K A S E S  
01/07/96 15:34:18 CREATE ORDER  
AP NAME MPI# IV-D#  
CL NAME MPI# WRKR#  
PLAINTIFF/PETITIONER \_\_\_\_\_  
DEFENDANT/RESPONDENT \_\_\_\_\_  
FILE # ENTRY WORKER REUTTAL RSN \_  
COURT DATE COURT FIPS OS FIPS \_  
ORDER TYPE COURT NAME \_  
START DATE NEXT CHARGE DT \_  
ENDING DATE PAY ORDER TYPE CHR PAYEE (Y/N)  
NEXT REVIEW DATE \_  
PRORATABLE INDC N(Y/N) PER/CHILD SHARE SPOUSAL SUPP IND N (Y/N/S)  
CRIMINAL SENTENCE MONTHS DAYS POUNDAGE INDICATOR (Y/N)  
TERMS 1. 2. 3. 4. BILLING INDICATOR (Y/N)  
----- PAGE 0001  
Y 000000;  
Y 000000;

LAST UPDATE 01/07/1997 10:35:29 WORKER ORDER NOTES N POSTING INST N

PF5-NOTES PROCESS PF6-ORDER EXTENT PF7-UP PF8-DOWN  
PF9-REFER CASE PF11-POSTING INST PF13-UPD CHILDREN

ASEFOD: CREATE ORDER - This screen is used to add an order to the system. This screen also displays up to four participants from a list of children who are active in a specific case in the COVERED CHILDREN segment on screens ASEFOD and ASEFOJ. A "Y" (YES) indicator in the first position of the list shows that the participant is an active member of the IV-D case. The list also shows the participant's MPI number, name and date of birth.

The caseworker reviews the case to determine if each child participant on the list is covered by the support order. If the child(ren) is not covered by the order, the caseworker selects the PF13-UPD Children option to delete the child(ren) from the list. The caseworker also selects the PF13 option to add an inactive child, a child that is covered by the support order but is not associated with the case, or a child who is not on KASES.

NOTE: If PF6-ADD ORDER is selected on the Select Support Order screen (ASEFOA) and any option other than the PF7-UP or PF8-DOWN is selected on screen ASEFOD, an order line will appear on screen ASEFOA if PF3 is pressed to back out of the screens. For example, if PF13-UPD CHILDREN is selected and the caseworker presses PF3 to back out of the Add/Update Children screen (ASEFOM), then presses PF3 again to back out of Create Order screen (ASEFOD), an additional order line will appear on screen ASEFOA and an order will be recorded in the case history. However, if PF13 is selected and the PF9 to confirm is selected on each screen, only one order line will appear on screen ASEFOA.

If the only objective is to add or update notes, payment instructions, or covered children information to an existing order, caseworkers are to select the PF9-UPDATE ORDER option instead of the PF6-ADD ORDER option from screen ASEFOA. Adding and updating this information through the update path eliminates the additional order lines on screen ASEFOA.

The processing options for the Create/Update order screens are listed below.

PF5-NOTES PROCESS - Press PF5 to access the Create Court Order Notes screen (ASEUJA) to enter notes pertaining to the support order.

PF6-ORDER EXTENT - Press PF6 to begin the process of creating an order extension. The Update/Inquire Extension screen (ASEFOE) displays. See Subsection 5.060-Update Case/Participant Data in the Case Management section or Subsection 7.404-Add Support Order in the Accounting Functions section for instructions for adding or updating an order extension.

PF7 AND PF8 ARE AVAILABLE TO SCROLL UP AND DOWN. Press PF7 to scroll up or PF8 to scroll down to view the list of children covered by the support order. The covered children segment holds twelve participants, four of which are visible from the Create/Update Order screens. "PAGE 0001" is displayed on the COVERED CHILDREN line and can indicate that more than four children are listed in the segment.

PF9-REFER CASE - Press PF9 to refer the case to the appropriate caseworker. The case is referred to the appropriate caseworker when entering an order into the system that does not order support, or one that orders support but charging should not occur. See Subsection 5.080, Case Referral, for instructions for referring a case.

PF11-POSTING INST - Press PF11 to enter, update, or review payment instructions. The addition of the PF11-Posting Instructions option enables caseworkers to path to the Create/Update Payment Instructions screen (ASEUNC) to either enter or update posting instructions. The PF11 option also enables caseworkers to review payment instructions on the Inquire Payment Instructions screen (ASEUNC). The Inquire Payment Instructions screen is for review only. The Create/Update Payment Instructions screens are accessed by selecting the PF9-Update Order or the PF6-Add Order options from the Select Support Order screen (ASEFOA). The Inquire Payments Instructions screen is accessed by selecting the ENTER-SELECT option on screen ASEFOA.

A POSTING INST field has also been added to the Create/Update Order screens to indicate whether posting instructions are available. The system

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defaults the POSTING INST field to "N" (NO). The system automatically changes the field to "Y" (YES) if payment instructions are added to the Create Payment Instructions screen (ASEUNC).

Caseworkers are reminded that payor instructions, not order notes, are to be entered on screen ASEUNC. Additional information pertaining to the support order is entered on the Create Court Order Notes screen through the PF5-NOTES PROCESS option. For example, a note stating that paternity was established but an obligation was not set could be entered on the Create Court Order Notes screen.

PF13-UPD CHILDREN - Press PF13 to add or delete a child from the covered children segment. The Add/Update Children screen (ASEFOM) displays. An example of screen ASEFOM is shown on the following page.

ASEFOM 300X901  
01/07/1997 12125:45

K A S E S  
ADD/UPDATE CHILDREN

AP ----- MPI# IV-D#  
CL ----- MPI# WRKR#

D	MPI#	LAST NAME	FIRST NAME	DOB	RACE	SEX	SSN#
-					CA	M	
-					CA	F	
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							

LAST UPDATE 01/07/1997 13:07:00 BY WORKER

NOTES N

PT5-NOTES PROCESS

PF9-CONFIRM

PF10-DELETE

ASEFOM: ADD/UPDATE CHILDREN - This screen is used to add a child to the covered children segment who is covered by the support order but is an inactive member of the case, a participant in another case, or one who is not in the Master Participant Index on KASES. This screen is also used to delete a child from the covered children segment who was entered in error or who is not covered by the order.

An inactive child participant or a child who is a participant in another case can be added to the covered children segment by entering that child's MPI number and pressing ENTER. The system searches for an MPI record and when located will then display the additional available participant information on screen ASEFOM.

A child who is covered by the support order but is not on KASES can also be added to the segment. The participant name, race, and sex are required entries when adding the child to the segment. The date of birth and social security number information is also entered, if available. The system searches for an MPI record when a child is added in this manner. When the child participant is not located, the system creates a new MPI record and stores the MPI number in the covered children segment. However, the system will not automatically link the child to the IV-D case. The caseworker must access Option 06-Update Case/Participant Data from the Case Management Menu screen if the child needs to be linked to the IV-D case.

A child participant not covered by the order or a child participant entered in error is deleted by selecting the appropriate participant, entering an "X" in the D field and pressing PF10. The system highlights the line selected and displays the following message at the bottom of the screen: "PF10 TO CONFIRM DELETE." When the delete is confirmed, the MPI number is removed from the covered children segment and the system paths to the Create/Update Order screen.

The system will not allow the deletion process if there is only one participant in the covered children segment. The following error message displays if an attempt is made to delete the only participant or all participants from the covered children segment: "E: CANNOT DELETE ALL ENTRIES."

The processing options for the Add/Update Children screen are listed below.

PF5-NOTES PROCESS - Press PF5 to enter notes pertaining to the child participant covered by the support order. The Create Covered Children Notes screen (ASEUNA) displays. See the following page for instructions for completing this screen.

PF9-CONFIRM - Press PF9 to confirm information entered on the Add/Update Children screen. The system returns to the Create Order screen (ASEFOD). The system automatically enters an "N" (NO) in the first position under the COVERED CHILDREN segment on screen ASEFOD for children added to the segment through screen ASEFOM. If the caseworker links the child to the case through Option 06-Update Case/Participant Data, the system automatically changes the "N" to "Y" (YES) on screen ASEFOD.

PF10-DELETE - Press PF10 after an "X" is entered in the D field to indicate the participant is to be removed from the covered children segment. The system highlights the line(s) selected and displays the following message: "PF10 TO CONFIRM DELETE." When the deletion is confirmed, the system removes the participant from the covered children segment.

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K A S E S

PAGE 01

CREATE COVERED CHILDREN NOTES

NOTE KEY

LAST UPDATED 01/07/1997 10:19:15

PF9-CONTINUE

ASEUNA: CREATE COVERED CHILDREN NOTES: - This screen is used to enter notes pertaining to the children covered by the support order.

Begin notes with the current date and end notes with the worker's last name and worker ID number. Up to 15 lines of 80 characters each can be entered on the notes screen.

After the notes screen is full, print a hard copy and file in the case record. After printing the notes, erase the notes line by line and on the top line enter the following new note, "see hard copy for previous notes."

The processing option for this screen is shown below.

PF9-CONTINUE - Press PF9 to confirm the note and return to the Add/Update Children screen (ASEFOM). The system changes the indicator from "N" to "Y" in the NOTES field when notes are attached to the Covered Children Notes screen.